



Queen Mary's Grammar School

Headmaster: R J Langton, M A

School admissions administration assistant

12 hours per week, which may be worked flexibly
possibility of increased hours at busy times of year

Salary: NJC SCP 4-6: FTE £23,114 – £23,893

Start Date: Required for January 2025

Contract: Permanent, Term Time

Queen Mary's Grammar School, Walsall is an invigorating and rewarding place to work: the pupils are engaged and committed to study; the staff are intelligent, friendly and forward looking.

We are looking to appoint an enthusiastic, dynamic and dedicated Admissions Administration Assistant to join our associate staff team. The ideal candidate will be required to provide a high standard of secretarial and administrative support to assist in the smooth running of the entrance examination and year 7 admissions to the school. You will also support the Admissions Officer and the Marketing and Outreach department with the organisation of school events including Outreach events, Open Evenings and others.

You will ideally have experience of working within an Administrative role within a school context. You are someone who is flexible, highly organised and able to multi-task and prioritise work to meet specific deadlines. You are someone who enjoys being part of a team and you care about all pupils having the opportunity to achieve their potential. Knowledge of Microsoft software and SIMS management information software would be an advantage but training will be given.

We strongly encourage informal visits to the school with the opportunity to meet prospective colleagues and pupils. Please contact Simran Sahota (Executive Assistant) to arrange such a visit, by emailing s.sahota@qmgs.merciantrust.org.uk

Applications should be made using the recruitment portal on the vacancies page of our website and set out how your experience and expertise match the requirements of job description and person specification. Please read the information pack, which is also available on the job listing.

Closing Date: Tuesday 3 December
Interviews: Wednesday 11 December

Queen Mary's Grammar school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. Safeguarding and Safer Recruitment Policies can be found on our website. This position is subject to appropriate vetting procedures including a criminal record check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions as part of the recruitment process.